



**U.S. Customs and
Border Protection**

MAY 13 2013

MEMORANDUM FOR: Directors, Field Operations
Director, Preclearance Operations
Office of Field Operations

Director, Field Operations Academy
Director, Advance Training Center
Office of Training and Development

FROM: Carey T. Davis (b)(6)(b)(7)(C)
Acting Executive Director
Admissibility and Passenger Programs
Office of Field Operations

SUBJECT: Proper Completion of Form I-515A

This memorandum is to remind U.S. Customs and Border Protection (CBP) officers of previous guidance regarding the Electronic I-275 Memorandum dated June 06, 2012, which requires that all immigration adverse actions, including non-adverse action Form I-515A (*Notice to Student or Exchange Visitor*), are processed in Secured Integrated Government Mainframe Access (SIGMA).

Effective immediately, CBP officers shall **NOT** prepare hand written versions of Form I-515A and will only issue forms that are generated thru SIGMA. A properly executed Form I-515A processed in SIGMA allows the Student and Exchange Visitor Program Office (SEVP) to standardize the adjudication process by identifying trends and monitoring compliance. Deferred Inspections Offices (DIO's) shall not complete the admission processes for those students and exchange visitors (including dependents) as this process is reserved for the SEVP office.

The attached muster should be presented as soon as possible to all CBP Officers. If you have any questions or concerns regarding this memorandum, please feel free to contact (b)(6)(b)(7)(C) (b)(6)(b)(7)(C) Acting Director, Enforcement Policy Division at (b)(6)(b)(7)(C)

Attachment

~~For Official Use Only~~
~~Law Enforcement Sensitive~~

Weekly Muster

Week of: For Immediate Implementation

Topic: Proper completion of Form I-515A

References: Memorandum

Headquarters POC: (b)(6)(b)(7)(C)

Office: Admissibility and Passenger Programs

- This memorandum is to remind U.S. Customs and Border Protection (CBP) officers of previous guidance regarding the Electronic I-275 Memorandum dated June 06, 2012, which requires that all immigration adverse actions, including non-adverse action Form I-515A (*Notice to Student or Exchange Visitor*), are processed in Secured Integrated Government Mainframe Access (SIGMA).
- Effective immediately, CBP officers shall cease and desist the issuance of Hand Written versions of Form I-515A and will only issue forms that are generated thru SIGMA.
- A properly executed Form I-515A processed in SIGMA allows the Student and Exchange Visitor Program Office (SEVP) to standardize the adjudication process by identifying trends and monitoring compliance.
- Deferred Inspections Offices (DIO's) shall not complete the admission processes for those students and exchange visitors (including dependents) as this process is reserved for the SEVP office.

Please ensure this muster is provided to all frontline personnel. If you have any questions or require additional information, please contact (b)(6)(b)(7)(C) Acting Director, Enforcement Policy Division at (b)(6)(b)(7)(C).